

Office of Legislative Legal Services

Legislative Specialist & Senior Legislative Specialist - Administration Team (2022)

General Job Description

Administration team legislative specialists, including senior legislative specialists, in the Office of Legislative Legal Services (Office) support the Office's administrative functions, including human resources functions to a limited extent, and the Office's core legislative drafting, legal services, and publications functions. Administration team legislative specialists also often act as the Office's initial point of contact with legislators, lobbyists, and members of the general public. Because the work of an administration team legislative specialist is more individualized in nature than the work of legislative editors, one or more of the job functions or job expectations set forth below may not apply to a particular administration team legislative specialist.

Administration team legislative specialists:

- Actively and effectively communicate verbally and in writing with legislators, legislative staff, the public, and others;
- Answer the main OLLS telephone line and serve as an initial contact to OLLS visitors;
- Answer questions concerning legislative sessions, processes and rules, the Colorado Revised Statutes, and other legislative publications;
- Process and track bill, delayed bill, resolution, and research requests;
- Maintain Office records, including time and attendance and other personnel records and Office workflow and legislation request records;
- Receive and process proposed citizen initiatives and administrative rules filed by executive branch agencies;
- Draft resolutions related to the organization and operation of the General Assembly;
- Track and compile data and prepare reports and graphical presentation materials;
- Conduct policy and legal research;
- Complete special projects and other tasks, as assigned by senior OLLS staff;
- Support the director, the deputy directors, the office manager, and other senior OLLS staff in the execution of their administrative duties;

- Edit written Office work product, including graphical presentation materials, for grammar, spelling, punctuation, comprehensibility, and adherence to all other Office style and format requirements;
- Assist with additional publications work as needed;
- Perform general administrative tasks (making photocopies, filing, etc.) and assist with a wide range of administrative and operational needs of the OLLS;
- Gain knowledge of and familiarity with the Office's budgetary and financial matters; and
- Learn processes and procedures related to various human resources functions the OLLS administrative team performs in a limited capacity.

The Office expects administration team legislative specialists to know and meet the requirements and standards set forth in the Office's "General Job Qualifications/Skills and Professionalism Standards" and to:

- Know and follow applicable job procedures, resources, and processes;
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations;
- Use technology effectively and learn new skills as necessary;
- Acquire, develop, and communicate an understanding of the legislative rules regarding bill requests, bill deadlines, and delayed bills;
- Be detail oriented and possess sufficient expertise regarding general rules of grammar, punctuation, and style and all other Office style and format requirements to accurately, thoroughly, and efficiently complete work assignments; and
- Possess a sufficient working knowledge of the Office publications functions to efficiently and effectively support the publications team in its publications functions.

Senior Legislative Specialist: When a legislative specialist is promoted to the senior legislative specialist position, he or she is expected to work more independently and with less supervision than a legislative specialist. A senior legislative specialist may have direct supervisory responsibility over other administration team employees. A senior legislative specialist also oversees one or more of the specialized functions of the administration team. In addition, a senior legislative specialist completes tasks or projects of a more complex or controversial nature and actively assumes additional responsibilities and functions that benefit the administration team, the Office, or the General Assembly.

(Revised 6/6/2022)